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## I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services (DCFS) to establish and administer a DCFS Safety Program that will provide for a safe office and working environment for all employees and clients. DCFS is committed to providing a work environment and working conditions that will be as accident free as possible for all employees and the clients we serve.

Refer to References Section for the Management Policy Statements of the Governor and DCFS Secretary. Management Policy Statements must be posted on the Safety Bulletin Board.

This policy and plan applies to all Bureaus/Divisions/Programs/Sections of the DCFS and [boards, commissions and other assemblages](#) administered by the DCFS. It will serve as a guide for employees, supervisors, and safety coordinators in implementing a required safety program and developing mandatory emergency plans and procedures for each site. Refer to [DCFS Policy 1-15](#) State Vehicles and Driver Program for driver safety.

## II. PROCEDURES


### Responsibilities

A. The DCFS Secretary is responsible for the following:

- Departmental adherence to the [Louisiana Workers' Compensation rule](#) pertaining to safety requirements for employers of more than 15 employees.
- Ensuring a safe environment for the employees and clients of the department.
- The DCFS Secretary or his/her designee must attend all quarterly safety meetings and/or complete all safety training.

B. The DCFS Safety Officer (designated by the Secretary) is responsible for the following:


- Managing the safe operations of the department and administering the DCFS Safety Program.
- Responding to inquiries from the Office of Risk Management (ORM), DCFS Executive Division, and other DCFS Bureaus/Programs/Sections.
- Planning and directing the regular program of safety inspections and safety audits carried out within the department.

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- Assuring that all offices develop procedures necessary to implement this policy and the DCFS Safety Program.
- Planning and directing the safety operations; maintaining safety records; conducting accident investigations; conducting safety training and meetings; and submitting forms and reports as required by this policy for State Office.
- Completes annual [ORM Self Audit](#) for State Office.
- Reviews self audit results from all locations and makes recommendations for corrective action.
- Must attend documented training at least once every three (3) years on the ORM Loss Prevention Program.
- Must receive documented training in the following areas:
  - o Accident Investigation
  - o Inspections
  - o Safety Meetings
  - o Supervisor Responsibilities
  - o Job Safety Analysis
- Attends all quarterly safety meetings and/or complete all safety training.

C. DCFS Deputy Secretary for Programs and the DCFS Deputy Secretary for Operations are responsible for the following:


- His/her Division's adherence to this Safety policy.
- Implementing a safety program and developing emergency procedures.
- He/She must attend all quarterly safety meetings and/or complete all safety training.
- He/She shall designate in writing a Safety Coordinator for each Office location as indicated below
  - o The following ORM Location Codes have been assigned by the Office of Risk Management and must be used for reporting and audit purposes. Each location must have a Safety Coordinator assigned (The DCFS Safety Officer is assigned responsibility of Location 1805):

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- o 1805 State Office
- o 1815 Baton Rouge Region
- o 1817 Covington Region
- o 1820 Thibodaux Region
- o 1830 Lafayette Region
- o 1833 Lake Charles Region
- o 1835 Alexandria Region
- o 1840 Shreveport Region
- o 1845 Monroe Region
- o 1850 New Orleans Region
- o 1865 Disability Determinations

D. A Safety Coordinator will represent each Bureau/Division/Program/Section of DCFS and is responsible for the following:

- Managing the safe operations of the department and administering the DCFS Safety Program.
- Acting as a liaison for the Bureau/Division/Program/Section with the DCFS Safety Officer.
- Plans and directs the safety operations for the section
- Maintains safety records; conducts accident investigations; conducts safety training and meetings; and submits forms and reports as required by this policy.
- Attends all quarterly safety meetings and/or complete all safety training.
- Completes annual [ORM Self Audit](#) for his/her assigned location(s).
- Attends documented training at least once every three (3) years on the ORM Loss Prevention Program.
- Receives documented training in the following areas:
  - o Accident Investigation
  - o Inspections
  - o Safety Meetings
  - o Supervisor Responsibilities
  - o Job Safety Analysis

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G. Supervisors are responsible for the following:

- Assuring that required inspections, accident investigations, job safety analysis and training are performed.
- He/She may assist in conducting required safety meetings and assuring that employees abide by established safety policy and emergency procedures.
- He/She must also complete forms and reports as required by this plan.
- Attending quarterly safety meetings and/or completing all safety training.

H. Employees are responsible for the following:


- Complying with established safety policy and emergency procedures.
- He/She must work in accordance with accepted safety practices
- Immediately report all accidents and potentially unsafe conditions and work practices to his/her supervisor.
- He/She should be encouraged to make safety suggestions, serve on safety committees and ask for assistance or further explanation when needed.
- He/She must attend quarterly safety meetings and/or complete all safety training.

I. Failure of any employee at any level to comply with the DCFS safety rules and regulations may result in disciplinary actions as defined by civil service rules.

J. Each separate building location must have a Response Team, Floor Wardens, and/or Zone Monitors in addition to a Safety Committee, which shall include at least the Safety Coordinator and a supervisor. Safety Committee or Response Teams, and Floor Wardens may be composed of the same staff.

K. Responsibilities must be outlined in each location's site specific emergency procedures plan.

L. The formation of safety committees to guide the development and ongoing operation of a safety program with DCFS is a priority. The establishment of these committees is to promote the scope and purpose of the DCFS safety program throughout the state. The committees will function on two (2) levels – statewide and by ORM location.

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- The committees will convene at least annually to recommend and assist in monitoring implementation of safety policy statewide and in the regions; review accident/incidents to determine if corrective action is needed to reduce the number of accidents; and review and compile documentation required for annual self-audits.
- Meetings may be held in-person or via video-conferencing or conference call.
- One committee chaired by the DCFS Safety Officer will be established to look at issues that are statewide. The committee will be comprised of the DCFS Safety Officer and Support Services Unit Manager, and may include the Safety Floor Wardens, Emergency Preparedness staff, Iberville Building Manager or other designated personnel.
- The regional/DDS committees will be comprised of the Safety Coordinators from the regional and local offices.

## DCFS Safety Rules


Each separate location must have written [safety rules](#) that apply to its own section/unit/operation. These rules can be revised, or added to, in order to accommodate a particular location/unit/operation. Each Safety Coordinator must have a copy for review, must discuss them at a safety meeting at least annually, and post them on the Safety Bulletin Board. Attendees must sign an attendance form indicating he/she has been trained, received a copy or were informed how to obtain a copy, understand and will abide by the safety rules. The rules must be followed by employees at all levels.

Sample safety rules can be found in the References Section.

A Safety Bulletin Board must be maintained in each section/each floor. The bulletin board needs to contain, at a minimum, the items listed on the [attached link](#).

## Safety Meetings/Training

Safety meetings or safety training is required at least on a quarterly basis. Safety Coordinators and/or employees may suggest topics for the quarterly meetings. Meetings can be conducted by the supervisor, Safety Coordinator, or other person that has safety information, and can vary from formal presentations to informal discussions of safety problems. The meetings are not only educational and motivational, but also demonstrate Management's concern for safety.

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When coordinating and conducting a meeting, the presenter should prepare for what is to be presented:


- Conduct quarterly inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
- Select a safety related topic or activity that can be used for the benefit of all.
- Present instructions for a new job or procedure or changes in an operation.
- Identify and eliminate hazards before accidents occur.

Safety Coordinators and/or supervisors must be trained in his/her safety responsibilities. ORM will provide training to supervisors upon request. Requests for such training should be made through the Safety Coordinator.


Safety Coordinators and/or supervisors must in turn provide safety training for each new employee and for current employees. Employees must be informed on how to recognize potential hazards and must be trained on how to perform job tasks in a safe manner in order to prevent accidents. Training must include instruction in correct work procedures, use of equipment and availability of assistance.

The following policies, plans, and/or programs require training within three (3) months of employment and as noted thereafter. A training attendance form must be signed by the employee after the training session.

- [DCFS Policy 3-4](#) – Violence in the Workplace – annually
- [DCFS Policy 4-8](#) – Drug Free Workplace – every five years
- [DCFS Policy 4-3](#) – Substance Abuse Testing for DCFS Employees – every five years
- [DCFS Policy 3-2](#) – Safety – annually
- [Employee Assistance Program](#) – annually
- [Safety Rules](#) – annually
- [DCFS Local Office Safety Plan Template](#) – annually.
- [Site Specific Emergency Procedures](#) – annually. Refer to the Safety Template to create site specific emergency procedures for each DCFS location.


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- [DCFS Policy 1-02 – Emergency Preparedness](#) – annually
- Preventing Sexual Harassment – annually via [LEO](#) per 2012 Senate Concurrent Resolution 107, refer to [DCFS Policy 2-06](#) for more information
- Code of Governmental Ethics – annually per 2012 revised statute 42:1170 (3)(a)
- [DCFS Policy 3-1](#) – Bloodborne Pathogens (BBP)– annual training on policy
  - Employees at low risk for exposure to BBP are required to complete BBP Awareness training via LEO every five years.
  - Employees at high risk for exposure to BBP must attend annual instructor led training by someone qualified and knowledgeable in such matters (e.g. healthcare professional, safety & health professional, EMT, First Aid/CPR instructor, Red Cross, DHH/OPH, etc.) and complete BBP Awareness training via LEO every five years. Refer to [DCFS Policy 3-01, Bloodborne Pathogen](#) for more information.
  - Employees considered to be at high risk for exposure to BBP are Child Support Enforcement Arrest Team members who carry weapons.
    - BBP Training will be conducted during Annual Fire Arm Recertification.
- The following training topics are recommended as essential and should be incorporated in annual safety training or meetings. Most should be included in the Site Specific Emergency Preparedness Plan:
  - Safety Program Objectives
    - Rights and responsibilities of the employee
    - Authority and responsibilities of the supervisor
    - Safety policy/rules
    - Accident/incident reporting procedures
    - Job safety analysis
    - Accident experience and trends

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- o Hazard Recognition and Control
  - Types of hazards
  - Preventive measures
  - Inspection procedures
  - Recording and reporting
  - Immediate temporary controls
- o Emergency First Aid Procedures
  - Recognizing first aid emergencies
  - Gaining control
  - Emergency care
- o Emergency Response Procedures
  - Alarm systems
  - Evacuation routes
  - Fire extinguisher training
  - Emergency procedures
- o Personal Protective Equipment
  - What to use
  - When to use
  - Storage area
  - How to check, inspect and maintain
  - How to dispose of contaminated PPE appropriately
- o Material Handling
  - High risk jobs
  - Proper lifting
  - Proper carrying
- o Slips, Trips and Falls
  - Recognizing potential problems
  - Minimizing exposure



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- o Unsafe Environmental Conditions
  - Outside (heat, cold, winds, rain, hurricanes, tornadoes)
  - Inside (noise, dust, vapor, fumes)
  - Other (fire, bomb threats)
- o Good Housekeeping Practices
  - Tools and equipment
  - Vehicles
  - Grounds
  - Work area
- o Work from Elevations/Use of Ladders
  - Preventing a fall
  - Using proper fall protection devices
- o State Vehicle Operation
  - Pre-operational inspection
  - Control of common hazards
  - Rules of the road
  - Safety belts
  - Reporting vehicular accidents

A meeting/training attendance form must be used to document required attendance at the training sessions. The [DCFS Safety Training Attendance Form](#) - may be utilized for the required documentation, or trainers may develop as long as it contains the same information. Attendance forms developed for documentation purposes must include the four agreements on the sample form, as well as the total number of employees, number of employees trained, and percentage of total employees trained. Training forms must be kept on file by the Safety Coordinator for 5 SFYs, and a copy must be sent to the DCFS Safety Officer each quarter.


### **Procedures for Safety Inspections and Competing Hazard Control Logs**

Safety inspections must be conducted at each site by a supervisor, Safety Coordinator or designated staff prior to the end of each calendar quarter. The following instructions apply:

- Inspections are conducted to discover possible unsafe conditions in the work area (i.e. slip and trip hazards, fire hazards, chemicals or hazardous materials).

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- A Quarterly Safety Inspection Checklist ([Adobe version/Word version](#)) must be completed for each inspection.
- The Checklist may be revised to adapt to each section and is to be kept on file in the inspected area.
- A [Hazard Control Log \(HC-1-90\)](#) or email notification process must be utilized for reporting hazards.
- If the [HC-1-90](#) form is used, it must be posted in a place easily accessible by all employees and completed for each hazard found. Employees must immediately record hazardous conditions on the [Hazard Control Log](#) and notify the Safety Coordinator or DCFS Safety Officer.
- The first line supervisor, designated staff, or Safety Coordinator is responsible for checking the [Hazard Control Log](#) and is authorized to take immediate, temporary control of the area to prevent exposure to the hazard until permanent corrective action is taken.
- The [Hazard Control Log](#) must be taken down quarterly, dated, signed, and have any hazardous conditions indicated. If there were no hazardous conditions reported during the quarter then indicate "NO HAZARDS" on the [Hazard Control Log](#).
- If an email notification process is used for reporting hazards, the method of reporting must be posted on the Safety Bulletin Board with contact information. Detailed instructions for reporting must be included in the site specific emergency procedures plan.
- Use of the OSB I-Service Desk system to report hazards that require repair may be utilized in state owned buildings that are maintained by the Office of State Buildings.
- If a supervisor or designated staff cannot correct the hazard, it must be reported to the next level of management.
- If a hazard exists after thirty (30) days, a supervisor or designated staff must send copies of the [Hazard Control Log](#) to the Safety Coordinator, department and Bureau/Division/Program heads, DCFS Safety Officer and Office of Risk Management, Unit of Risk Analysis and Loss Prevention, P.O. Box 94095, Baton Rouge, LA 70804.
- The originals of both of these forms (Quarterly Safety Inspection Checklist and [Hazard Control Log](#)) must be kept by the Safety Coordinator for 5 FYs.

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## Incident/Accident Investigation – Reporting

An accident is defined as “a series of unplanned events that caused or could have caused personal injury or property damage”. All accidents or near misses involving employees and non-employees must be investigated by the supervisor, Safety Coordinator and/or other designated individual responsible for the area where the accident/near miss occurred. Near misses must be investigated as thoroughly as an accident that results in injury or property damage.

- A. The ORM Incident/Accident Investigation Form ([DA 2000](#) for state employees and/or [DA 3000](#) for non-employees) must be completed by the supervisor, Safety Coordinator or other designated individual on ALL accidents and near misses within twenty-four (24) hours of the accident/incident.

Develop a Job Safety Analysis, if necessary.

- B. The [Employers First Report of Injury or Illness \(LWC-WC-IA-1\)](#) must be completed by the supervisor, Safety Coordinator or other designated individual within twenty-four (24) hours of every employee incident/accident, even if the employee does not require or seek medical treatment. \*\*\*
- C. The [General Liability Reporting Form \(DA 2065\)](#) must be completed by the supervisor, Safety Coordinator or other designated individual within twenty-four (24) hours of the accident/incident when you believe an accident/incident involving a non-state employee could reasonably result in a claim against the State. This report is used by ORM/FARA in anticipation of litigation.
- D. The supervisor, Safety Coordinator and/or other designated individual must follow these steps when an accident occurs:
- Acquire medical aid for the injured person, if necessary.
  - Get facts from witnesses and those involved.
  - Survey the accident scene for information.
  - Take photos of the accident scene.
  - Assemble objects that might have contributed to the accident – do not destroy or dispose of items that may be needed for investigation.
  - Complete necessary forms and provide detailed information of the events and location.
  - Take steps necessary to prevent recurrences.
  - Prepare JSA, if necessary.

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- E. If you are contacted by Legal Counsel for the injured party, forward the written request to the Safety Officer, with a copy to DCFS General Counsel, and Support Services Unit Manager, who will then forward to ORM/FARA for response.
- F. Refer to Forms Instructions for more information on completion, distribution and retention of all accident/incident reporting forms.

### Threats to Staff or Agency

Human service staff, by the very nature of their job duties, is often placed in the middle of highly volatile situations. At times, clients become angry with the agency or the individual staff person and a verbal threat is made. In the past, agencies have often viewed these threats lightly, stating that the client “was just blowing off steam”.

All threats where a staff person has been threatened or assaulted or has been in the vicinity of threatening or assaultive activity shall be reported to the immediate supervisor at once.

Once a threat has been made, it is recommended that a formal complaint be made with local law enforcement authorities. The decision to file the complaint shall be jointly made by the worker and supervisor in accordance with [La. R.S. 14:35-35.1](#).


**Note: A written [report](#) signed by the staff person and his/her supervisor shall be immediately forwarded to the Regional Administrator, Regional Safety Coordinator, and DCFS Safety Officer, DCFS Administrative Services/Support Services Unit Manager, and if appropriate, placed in the case record.**

The procedure is to collect data for safety planning and in no way should impede actions immediately necessary to an accident. If a person is injured or there is property damage, there should also be an [Incident/Accident Investigation Form \(DA 2000\)](#) and [Louisiana State Property 1st Party Losses](#) Form completed and submitted.

### Violence in the Workplace

DCFS has a zero tolerance policy for the occurrence of violent acts, threatening behavior and harassment at any DCFS worksite. Refer to [DCFS Policy 3-04 Violence in the Workplace](#) for more information.


As part of the annual [Self Audit](#) required by the Office of Risk Management, all locations must complete the Workplace Violence Prevention Program Assessment Checklist ([Adobe version/Word version](#)).

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## Job Safety Analysis (JSA) Procedure and Form

A job safety analyses (JSA) provides a learning opportunity for supervisors and employees to ensure employees are performing in accordance with safety procedures. The aim of the JSA is to eliminate hazards. This procedure and form involves looking in detail at a specific task and identifying potential hazards. In addition, each supervisor or designee is expected to perform a JSA for each serious accident to determine the cause(s) of the accident.

- A. Supervisors or designated staff must regularly observe employees performing potentially hazardous tasks to ensure employees are performing in accordance with safety procedures. Upon observance, it may be determined whether the safety procedures need to be changed or updated.
- B. A [Job Safety Analysis Worksheet \(JSA-1-00\)](#) is used to describe the process of each job task in detail. The supervisor should conduct the job safety analysis for all trends with the help of an employee that performs the task. Hazards associated with each step of the task should be documented if not done properly.
- C. Each supervisor must have a [Job Safety Analysis Worksheet \(JSA-1-00\)](#) for all tasks that have a history of resulting in injury, death, or property damage or have the potential of doing the same.
  - Child Support Enforcement offices that have Arrest Team Members who carry weapons must have JSAs relating to safe weapon handling procedures.
  - Vendors of equipment and products can often provide safety information on the safe use of equipment and products.
  - Originals of JSAs must be kept in a notebook or binder for at least one year in the area in which it originated and should be indexed, naming the task, date the JSA was completed, and date the analysis was revised, if applicable.
  - JSAs must be made available to ALL employees.
  - Copies of JSAs must be posted in the area where the task is performed.
  - In case of a recurring accident in which a JSA has not been completed, the supervisor must complete one as soon as practical.
  - New employees should be made aware of the JSAs and trained on proper handling of equipment and products.

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## First Aid

First aid is immediate care given or available to employees and visitors who have been injured or who have suddenly become ill.

The following information must be posted on the Safety Bulletin Board at each location:

- A list with telephone numbers and address of hospitals and ambulances.
- A list of staff members certified in first aid along with telephone numbers (if available at location).
- Location of first-aid kits.


First aid and/or medication should be administered by only those certified in first aid or someone with advanced medical training.

Each location should have one person trained in CPR/First Aid at each job site on each shift **unless** the office is in close proximity to a medical facility or emergency medical services. Up to fifteen (15) minutes may be reasonable in workplaces, such as offices, where the probability of serious work-related injuries (such as falls, suffocation, electrocution, amputation, etc.) are possible.

A first aid kit with proper supplies must be maintained at each location.

Suggested minimum items to be included in the first aid kit are: cotton balls, Q tips, ace bandage 2", scissors, rubber gloves, adhesive tape ½ " & 1", gauze pads 2", 3", & 4" square, bandage gauze 1", 2", & 3" square, tweezers, tongue depressors, assorted bandage strips, a thermometer, an instant ice compress, a bloodborne pathogen kit, and additional supplies as needed.

A supply and reorder form (will be hyperlinked) should be included in each first aid kit. Dates of inventory counting and reordering should be recorded.

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The Employee/Visitor First Aid guidelines are as follows:


- Employees are required to immediately report all injuries to his/her supervisor as soon as practical.
- Minor injuries will be treated by a qualified person. If there are no staff certified in first aid on site, the injured person will be provided with the first aid kit and administer first aid to self for minor injury. If situation warrants, call 911 (or 9-911 from desk phone if necessary).

The [DA2000 Incident/Accident Investigation Form](#) and [Employers First Report of Injury or Illness \(LWC-WC-IA-1\)](#) will be completed by a supervisor, Safety Coordinator or other designated individual.

If a physician is needed, the employee will be given authorization for treatment via the [Employers First Report of Injury or Illness \(LWC-WC-IA-1\)](#).

- to be given to the treating physician.
- The employee will provide their supervisor with the treating physician's diagnosis of the injury and the length of time he/she is expected to be unable to work.
- Do not perform regular job functions if abilities have been impaired by an injury.
- All visitors must immediately report any injury to the employee they are visiting.
- Visitors will be treated for very minor injuries by a qualified person. If there are no staff certified in first aid on site, the injured person will be provided with the first aid kit and administer first aid to self for minor injury. If situation warrants, call 911 (or 9-911 from desk phone if necessary).
- The [DA3000](#) and [General Liability](#) forms will be completed by a supervisor, Safety Coordinator or other designated individual.
- Unless an injured person is exposed to further damage at the accident site, do not move him/her until the full extent of the injury is known, first aid has been given and emergency transport assistance has arrived.



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## Fire Safety

A fire drill must be conducted and documented in each facility at least annually.

An inspection by the Fire Marshall must be conducted and documented in each facility at least annually.

## Site Specific Emergency Procedures


Detailed emergency procedures must be included in the site-specific Emergency Procedures at each DCFS location. These procedures must include initial guidelines needed to deal with safety issues, including but not limited to:

- Office access
- Procedures for opening and closing the building
- Procedures for issuing keys and/or codes for unlocking the building
- Procedures for locking and unlocking office doors, file cabinets, etc.
- Staffing after normal working hours
- Wearing of identification badges (Refer to [DCFS Policy 4-38, Identification Badges for Employees](#))
- Dealing with aggressive clients
- Controlling visitors
- Handling and reporting bomb threat
- Emergency fire procedures

## Bioterrorism

Bioterrorism is the use or threatened use of microorganisms or toxins to produce disease and/or death in humans, animals or plants. Bioterrorists undertake such actions to create fear and intimidate governments in the pursuit of ideological, political, or religious goals. Biological agents are hard to detect upon release and are non-discriminate killers. Terrorists can protect themselves from the release and escape prior to the effect, as it may take days to produce disease.



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In case of an emergency or threat from terrorists, DCFS is prepared to take action, as set forth in the [DCFS Bioterrorism Response Plan Model](#). This model is to be incorporated into the site-specific Emergency Procedures that are in place for each DCFS location.

### **Armed or Intoxicated Persons**

In Louisiana it is unlawful to be armed or intoxicated on state property. Signs need to be posted detailing this information, its statutory origin and enforcement. All staff members need to be aware of these signs and the method(s) for enforcement.

- To promote safety for both clients and agency staff, it is the policy of DCFS to not serve anyone if they have been using alcohol or an illegal substance, and so demonstrates an inability to speak coherently and/or comprehend information. These individuals will be advised that contact with the agency employee will be temporarily discontinued until he/she can demonstrate an ability to communicate and interact with others in a sober and safe manner.
- Each DCFS office will not serve clients who are armed, having on their person, a noticeable gun, knife or any other article that could be used as a weapon. No such weapon is to be carried into buildings or grounds, except by duly authorized law enforcement.
- Upon spotting a client with a weapon, the supervisor and/or security will be alerted.

### **Mail Handling Procedures**


Detailed procedures must be included in the site-specific Emergency Procedures that are in place for each DCFS location. Refer to [DCFS Policy 1-27](#) for more detailed information.

### **Hazardous Materials**

Procedures are required to cover the handling, storage and usage of hazardous materials from receipt through disposal. Annually, each DCFS location must conduct and document a complete inspection of all areas that may contain hazardous materials.

If hazardous materials are found, the DCFS location must develop written procedures to ensure the safety of everyone in the workplace. The procedures must address the availability of and/or documented training on: proper handling, storage (cabinets), material safety data sheets (MSDS), provided by the chemical manufacturer and personal protective equipment (PPE).

If an inspection reveals that no hazardous materials are located, a statement signed by the Safety Coordinator, Building Manager or other designated personnel must be obtained and

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retained until the next Loss Prevention audit or compliance review. Refer to the Forms Instructions section for a sample Hazardous Material Assessment statement.

### **Office of Risk Management (ORM) Annual Self-Audit Requirement**

The ORM requires each department to complete an [Annual Self Audit form](#).

The purpose of the audits is to determine if DCFS is in compliance with existing statutes of the state Loss Prevention and Safety Program.

- Favorable audits will result in a cost savings to the state by way of lower insurance premiums, as well as ensure the safety of employees and clients of the DCFS.
- Unfavorable audits will result in a penalty of increased insurance premiums and safety training/meetings and inspections will be increased from quarterly to monthly.

The department, in turn, requires that each Safety Coordinator and supervisor complete the [Annual Self Audit](#) for each individual location.

Completed originals of these forms shall be filed in the area in which the audit was performed and shall be made available for inspection by the Unit of Risk Analysis and Loss Prevention. The Safety Coordinator and supervisor must attend the audit.

Copies of completed self-audit forms and final audit results shall be sent to the DCFS Safety Officer.

### **III. FORMS AND INSTRUCTIONS**

[Annual Self Audit Form](#)

[Employers First Report of Injury or Illness \(LWC-WC-IA-1\)](#)


[Employers First Report of Injury or Illness \(LWC-WC-IA-1\) Sample](#)

[Employers First Report of Injury or Illness \(LWC-WC-IA-1\) Instructions](#)

[First Aid Kit Supply and Reorder Form Sample](#)

[Hazard Control Log \(HC-1-90\)](#)

[Job Safety Analysis Worksheet \(JSA-1-00\)](#)

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[State Employee Incident/Accident Investigation Form \(DA 2000 Form\)](#) and [Instructions](#)

[Visitor/Client Accident Reporting Form \(DA 3000 Form\)](#) and [Instructions](#)

[General Liability Reporting Form](#) and [Instructions](#)

Sample Safety Inspection Checklist ([Adobe version](#)/[Word version](#))

[DCFS Safety Training Attendance Form](#)

[Hazardous Material Assessment Statement](#)

[DCFS Local Office Safety Template](#)

[DCFS Staff Safety Incident Report](#)

[DCFS Policy 3-1 Bloodborne Pathogens](#)

#### IV. REFERENCES

[Boards, Commissions and Other Assemblages](#)

[DCFS Bioterrorism Response Plan Model](#)

[DCFS Policy 1-15](#) State Vehicles and Driver Program

[DCFS Policy 2-06 Sexual Harassment Policy](#)

[DCFS Policy 3-1](#) – Bloodborne Pathogens

[DCFS Policy 3-4](#) – Violence in the Workplace

[DCFS Policy 4-3](#) – Substance Abuse Testing


[DCFS Policy 4-8](#) – Drug Free Workplace

[DCFS Safety Bulletin Board](#)

[DCFS Secretary's Safety in the Workplace Statement](#)

[Employee Assistance Program](#)

[DCFS Local Office Safety Plan](#)

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[Governor's State of Louisiana Loss Prevention Statement](#)

[Louisiana Workers' Compensation Rule](#)

[ORM/FARA General Safety Program Manual](#)

[Office of Risk Management General Safety Program](#)

## Definitions

**DCFS Safety Officer** – Individual appointed by the DCFS Secretary to plan, organize, direct and control the Safety Program for DCFS.

**JSA (Job Safety Analysis)** – A procedure to be used in reviewing work methods and identifying hazards that may result in incidents/accidents. JSA's must be performed on all tasks that have resulted in an incident/accident trend, death, or change in job procedures or equipment.

**Safety Coordinator** – Individual appointed by the Bureau/Division/Section Director to organize, direct and control the Safety Program for an assigned Bureau/Division/Section.

**Site Specific Emergency Procedures Plan** – The emergency procedures plan that covers/address specific or unusual processes, procedures, and systems for each individual location within DCFS.